

AHRS PERIODICAL

Office of Agency Human Resource Services

Statewide Pay Action Summary Report October - December 2005

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	487	481	14.57
Demotion – Voluntary	59	25	-11.19
Demotion – Performance	4	4	-12.07
Demotion – Disciplinary	3	3	-7.80
Role Change – Upward	230	179	9.70
Role Change – Lateral	60	28	8.16
Role Change – Downward	16	3	-3.63
Voluntary Transfer – Competitive	711	498	9.60
Vol. Transfer - Non-Competitive	186	25	.40
Temporary Pay – All Reasons	398	398	6.02
End Temporary Pay	269	269	-8.19
Competitive Salary Offer	61	61	14.17
Reassignment within Band	51	-	-
Apply/Adjust Special Rate	999	999	.39
IBA – Change in Duties Increase	353	353	7.69
IBA – New KSAs/Competencies	376	376	8.50
IBA – Retention	1009	1009	4.89
IBA – Internal Alignment Increase	1137	1137	6.12
Bonus – Change in Duties	26	26	3.20
Bonus – Internal Alignment	2	2	10.00
Bonus – New KSAs/Comp.	33	33	2.81
Bonus – Retention	123	123	8.44
Bonus – Recognition, Monetary	617	617	1.14
Bonus – Recognition Non-Monetary	146	-	-
Bonus – Sign-On	29	29	2.51
Bonus – Recognition Leave	408	-	-
Bonus – Referral	10	10	.76
Exceptional Retention Bonus	16	16	12.35
Exceptional Retention Leave	4	-	-
Sign-On Leave	13	-	-
Suggestion Award Leave	1	-	-
Overall Approximate Totals	7,837	6,704	3.54

There were 6,400 upward pay adjustments at an average of 6.57%
 There were 304 downward pay adjustments at an average of -8.58%

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

POLICY GUIDE

Update on School Assistance and Volunteer Service Leave

Effective 11/25/05, Policy 4.40 was revised and re-named School Assistance and Volunteer Service Leave. This revision expands the kinds of volunteer service situations for which this policy allows paid leave to be granted. For example, service beyond one's own locality may now qualify, and participation in non-profit fundraising activities may be eligible for this leave.

A frequently asked question about the revised policy concerns blood donation. Donation of blood or blood products (not for pay) is considered volunteer service covered by Policy 4.40. As with leave for school assistance or other volunteer service activities, reasonable travel time may be included in the leave granted. At agency discretion, employees who respond to a blood drive conducted on the agency's premises may not be required to use any kind of leave.

EMPLOYMENT & CAREERS

Recruit Management System

New Online Job Posting and Employment Site Under Development

As a follow-up to earlier communication, DHRM is pleased to announce that work has begun on a new online job posting and employment site. On November 1, 2005, DHRM issued a Notice of Award to PeopleAdmin of Austin, Texas to provide services for a statewide Recruitment Management System (RMS). In December 2005, an implementation team was created consisting of representatives from PeopleAdmin, DHRM and several other state agencies (VSP, DJJ, DCJS, and DSS). The team is currently reviewing an interactive prototype of the statewide RMS designed by PeopleAdmin. An onsite visit from the PeopleAdmin project team is scheduled for early February and a go-live date is anticipated for early summer. For more information contact Sandy Johnson at sandy.johnson@dhrm.virginia.gov.

The Benefits of Membership in Professional Organizations

Membership in professional human resource organizations is an excellent way to stay current in the field, have direct access to industry news, participate in professional development opportunities, and network with peers. Many organizations offer organizational as well as individual membership. If you are considering joining a professional organization, or expanding your membership to more than one organization the following information may be helpful:

International Public Management Association for Human Resources Virginia Chapter (IPMA-VA)

IPMA-VA represents local and state public sector professionals from all over the state. IPMA's goal is to be an important source of information for public sector human resource professionals, providing information on networking, regional training and workshops, and conferences.

Information on membership, programs and upcoming events, and professional certification is available through their website at www.ipma-va.org. IPMA-VA is part of the international IPMA-HR. Its web site address is www.ipma-hr.org.

Society for Human Resource Professionals (SHRM)

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. SHRM's mission is to provide comprehensive resources to human resource professionals and to advance the human resource profession to ensure that HR is recognized as an essential partner in developing and executing organizational strategy.

Information on membership, programs and events, and professional certification is available through their web site at www.shrm.org. Membership in SHRM admits one to the Virginia SHRM State Council and to the Richmond Human Resource Management Association (RHRMA). It provides educational activities through seminars, workshops and presentations. Its web site is www.rhrma.org.

WorldatWork®

WorldatWork® is a not-for-profit professional association dedicated to knowledge leadership in compensation, benefits and total rewards. WorldatWork® focuses on human resources disciplines associated with attracting, retaining and motivating employees.

Information on membership, programs and upcoming events, and professional certification is available through their web site at www.worldatwork.org.

Richmond Compensation Association (RCA)

RCA is a local, professional association for Compensation and Human Resources. RCA is a partner through the Group Partnership Network affiliated with WorldatWork® to advance the educational and professional development interest of its members.

Information on membership, programs, and upcoming events is available through their website at <http://www.richcomp.org>.

American Society for Training & Development (ASTD)

ASTD is the world's largest association dedicated to workplace learning and performance professionals. ASTD's members and associates come from more than 100 countries and thousands of organizations.

Information on membership, programs, and upcoming events is available through their website at www.astd.org.

COMPENSATION PERSPECTIVES

2005 Salary Survey Summary

In 2000, the report of the Commission on Reform of the Classified Compensation Plan recommended that DHRM should provide the General Assembly and the Governor with annual data indicating projected market movement of the entire pay structure.

Prior to 2000, an annual survey was conducted; the 1999 survey found that, on average, salaries paid by the Commonwealth were 11.41% below comparable salaries paid by private firms in Virginia. Total compensation, including salaries and benefits, was found to be 3.84% below the total compensation of private firms in the state. The anticipated deviations on July 1, 2000 were 9.88% for salaries and 2.52% for total compensation.

Detailed surveys have not been conducted since 1999. Instead, indicators of market movement, as reflected in performance increase budgets, have been gathered. In theory, an employer can maintain its competitive position by increasing its salaries the same percentage as other employers are increasing theirs. Many employers use this method to maintain their competitiveness.

DHRM gathered projections of average 2005-2006 salary increases from national compensation consulting firms, because they provide consistent, reliable results by surveying large numbers of employers each year. This year, findings of IOMA, Mercer Human Resource Consulting, WorldatWork®, Compensation Resources, and Hewitt and Associates were used to measure salary increase trends. Other sources were used to confirm these surveys, including the BLS Employment Cost Index (ECI), the 2005 Southeastern States Salary Conference survey and the 2005 Richmond Compensation Association (RCA) survey of Richmond area firms.

The national compensation-consulting firms anticipate average performance increase budgets of 3.60% for calendar year 2006. The average for the additional sources is 3.10%, while the combined average for all sources is 3.41%.

Since November 2000, including the 4.4% *average* salary increase effective November 25, 2005, classified state employees' salaries have increased by approximately 12.43%, while employers throughout the nation have funded average performance increases of 19.83% over the same period. By the end of calendar year 2006, cumulative salary increases for other employers since November 2000, are expected to total 23.92%. Unless an increase is funded for state employees in calendar year 2006, other employers' salaries will have increased by 10.22% more than Virginia classified employees' salaries between November 2000 and December 2006.

DHRM also compared the average salaries of Virginia state employees with salaries paid by other employers for comparable jobs. Watson Wyatt data for the Southeastern United States region was compared with average Virginia state salaries as of September 1, 2005. Twenty-five occupations were selected for the comparison based on the expectation of finding data for them in the Watson Wyatt reports and on their being representative of the array of state occupations. The comparison with Watson Wyatt data for the 25 occupations indicated a current average salary deviation of 17.36%, a somewhat smaller deviation than indicated by the market movement estimates (22.7%).

Northern Virginia Salaries

2005 Salary Survey Report

Washington – Baltimore Region including Northern Virginia

The Human Resource Association of the National Capital Area publishes a salary planning survey for the Washington-Baltimore region, which includes northern Virginia. The 2005 survey's 191 participants projected average salary increases of 4.15% in calendar year 2006. This figure is .74% higher than the 3.41% overall estimate indicated by the DHRM survey, and .25% above the 3.9% average increase anticipated by Richmond area firms in a comparable survey conducted by the Richmond Compensation Association.

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.virginia.gov or policy@dhrm.virginia.gov

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